



PROPERTY MANAGERS MELB.

Level 13, 114 William Street, Melbourne, VIC, 3000.
info@pmmelb.com.au
www.propertymanagersmelb.com.au
ABN: 88600331628
1300 00 MELB (6352)

TENANT APPLICATION INFORMATION

Property Management Department Hours Monday To Friday 9.00am – 5:15pm and Saturday 9.00am – 12pm only.

PAYMENT OF RENT

It is our company policy that all rental payments are to be made via EFT or direct debit. Personal cheques will only be accepted where previously agreed with by Property Managers Melb.

PHOTO IDENTIFICATION

When returning your application, you must submit a form of photo identification.

REQUIRED SUPPORTING DOCUMENTS

You will be required to submit supporting documents with your application. Your application will not be processed if all documents are not given. Our office will require you to submit a minimum of 100 points for your application to be considered.

100 Point check – should you be unable to meet the 100 point check criteria, please speak with the property manager.

<input type="checkbox"/>	50 Points	Photo identification (passport, drivers licence, 18+ card)
<input type="checkbox"/>	40 Points	Bond refund history (refer to bond board)
<input type="checkbox"/>	40 Points	Proof of regular payments (tenant ledger, mortgage payments).
<input type="checkbox"/>	20 Points	Birth Certificate
<input type="checkbox"/>	20 Points	Min. 2 References from previous agent/landlord
<input type="checkbox"/>	20 Points	Current motor vehicle rego papers.
<input type="checkbox"/>	10 Points	Other identification (Medicare card, bank card etc)

PROCESSING AN APPLICATION

In most instances, we are able to process your application within 24 hours and advise you by telephone. If we are unable to contact all of your referees, this process may take longer.

SECURING THE PROPERTY – PAYMENT OF SECURITY DEPOSIT

Once the application has been approved you will be required to pay a security deposit equivalent of one months rent to secure the property. This must be paid by Money order, Bank Cheque or EDT, payable to the R.T.B.A) personal cheques and cash will not be accepted when paying the initial monies).

PAYMENT OF FIRST MONTHS RENT

Prior to taking possession of the property, we require one month's rent to be paid by bank cheque, EFT, money order, payable to Property Managers Melb.



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APPLICATION FOR RESIDENTIAL TENANCY

The 4 pages of this application **MUST BE COMPLETED** in full & **SIGNED** or your application **WILL NOT** be processed.

RENTAL PROEPRTY: _____

Rent \$ _____ Bond \$ _____

Commencement Date: ____ / ____ / ____

APPLICANTS DETAILS

Full Name	Dr/ Mr / Mrs / Miss / Ms	
Are you know by another name	D.O.B. / /	
Contact No. Home	Mobile	
Email Address		
Number of dependants to reside in property	Total Occupants	
Age of dependants		
Car Registration		
Drivers Licence No.	Passport No.	
Number of cars to be kept at property	Are all cars registered: Yes / No	
Pets (check with agent)	Yes / No	Type & Breed:
Are you a smoker	Yes / No	

CURRENT ADDRESS DETAILS

Address	Rent _____ per wk / Owned	
Name of Real Estate Agent or Landlord		
Phone	Period of Occupancy / / to / /	
Reason for leaving		
Do you expect the bond to be refunded in full	Yes / No	If no, why

PREVIOUS ADDRESS DETAILS

Address	Rent _____ per wk / Owned	
Name of Real Estate Agent or Landlord		
Phone	Period of Occupancy / / to / /	
Reason for leaving		
Do you expect the bond to be refunded in full	Yes / No	If no, why



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PERSONAL OR BUSINESS REFERENCES - Does not include relatives

Name	Address
Phone	Relationship
Name	Address
Phone	Relationship

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Name	Mobile
Phone	Relationship

CURRENT EMPLOYER & INCOME DETAILS

Occupation	Period of employment
Company Name	
Address	
Contact person	Phone
Full time / Part Time / Casual (hours per week) Weekly Wage (net) \$	

OTHER INCOME DETAILS

Student	Austudy \$
Pensioner	Allowance \$
Unemployment benefit	Allowance \$
Self Employed ABN:	Wage \$
Address	Phone
Other types of income (ie. Savings or Investments)	

PREVIOUS EMPLOYER & INCOME DETAILS

Occupation	Period of employment
Company Name	
Address	
Contact person	Phone
Full time / Part Time / Casual (hours per week) Weekly Wage (net) \$	

QUESTIONS

Have you ever been evicted or are you in debit to another Landlord or Agent YES / NO

If yes, give details _____



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TENANT DATA BASE CHECKS

Our agency utilizes National Tenancy Database for tenant screening purposes. When processing your application form, our agency will conduct the necessary tenant checks with this company. In accordance with current legislation requirements if a breach or default occurs with your tenancy, the details of such breach or default may be listed on this database for other agents to access when you apply for future properties.

If you have any questions relating to this service or your personal information that may be held you can contact the company with all enquires to 1300 526 836 or www.ntd.net.au

TERMS AND CONDITIONS AUTHORITY AND PRIVACY DISCLAIMER

Applicant's Name/s: _____

Rental Property: _____

GENERAL TERMS AND CONDITIONS

I/we. (the applicant/s) do solemnly and sincerely declare that the information provided is true and correct and has been supplied of my own free will.

I/ we agree that once the application has been approved I agree to pay one month's rent to secure the property. I agree that the property will be advertised and marketed until the requested rent has been paid and all parties have signed the Tenancy Agreement.

I/ we, agree that in the event that the application is successful, acceptance is communicated and the rent has been paid, but I decided not to proceed, I agree that this money will be forfeited to the lessor. Upon communication of acceptance of this application by the agent, I agree that I will enter into a written Tenancy Agreement in accordance with legislation requirement.

I/ we, agree that I will not be entitled to occupation of the premises until:

- (1) Vacant possession is provided by the current occupant/s of the premises.
- (2) The Tenancy agreement is signed by the applicant/s; and
- (3) The payment of all monies are paid by the applicant/s in cleared funds prior to occupation of the premises.

I/we, the applicant, accept that if the application is rejected, the agent is not legally obliged to give a reason. If the application is declined, your details will be help on file for one month. Following this period all details held will be disposed of.

I/we, agree that acceptance of this application may be subject to a satisfactory report as to the applicant's creditworthiness.

Initial: _____



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PRIVACY TERMS AND CONDITIONS

I /we understand that you as the managing agent for the owner of the property and have collected this information for the specific purpose of checking identification, character, creditworthiness and determining if the applicant/s will be suitable tenant/s for the property.

I/we, understand that the agent is bound by the Privacy Act and the Australian Privacy Principles (APPs) and authority is hereby given to the agent to check credit references, identity checks, current and past employment details, current and previous rental references from an owner or agent, any record listing or tenant database agency, personal references, current or previous sales representatives involved in a property transaction and any other searches that may verify the information provided by me in accordance with legislation requirements.

I/we, authorize the agent to collect, use and disclose personal information to:

- (a) Communicate with the owner (relevant to the premises) during the tenant selections process as well as any other matter arising during and at the end of tenancy.
- (b) Prepare agreements and tenancy documents
- (c) Allow trades people or equivalent organizations to contact me.
- (d) Lodge, claim or transfer (to or from) a Bond Authority.
- (e) Refer to Tribunals (VCAT) and/or Courts & Statutory Authority (where applicable)
- (f) Refer to Collection Agents and Lawyers (where applicable)
- (g) Lodge insurance claims (where applicable)
- (h) Communicate with Body Corporate or Strata Groups (relevant to the premises)
- (i) Utility connection providers, where the applicant has opted for such a service.
- (j) Undertake any act, process or communication with any other third party as required by the agent or owner relating to the administration of the premises and use of the Agent's services.

I/ we, understand that once a tenancy has been entered into our personal information (such as names, contact details and any other details contained on this application or which can be obtained from a public source) can or will be kept or stored in files or a data entry computer format.

I/ we, agree that we have been provided with the Tenant Database Agency details (including the name and contact numbers) that may be accessed by our agency during the application process.

The applicant/s have the right to access personal information held by our agency and may request correction or amendment of any inaccurate, incomplete, out of date or irrelevant information.

I/we, authorize the agent to send information to our contact details to promote, market or sell rental properties, sale properties or information in general that relates to the real estate industry.

A full copy of our Privacy Policy can be accessed at www.propertymanagersmelb.com.au

Applicant Signature: _____

Date: _____